Muhammad

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**Objective**

I am seeking a career that provides me an opportunity to work with people and technology. I enjoy meeting targets, reaching solutions, dynamic environment and particularly teamwork. My career aim is motivated by a number of influences such as advancement, collaboration and job satisfaction.

**Career History**

* **Around 4.5 years of practical experience**

**COMPUTER & OTHER SKILLS**

* **Peachtree**
* **QuickBooks**
* **Tally**
* **Oracle R-12 Financial**
* **Microsoft Office (Word, Excel, Outlook, PowerPoint)**

Proven ability to quickly learn and adapt to new technologies knowledge of.

**EDUCATIONAL CREDENTIALS**

* **MASTER IN COMMERCE ( M.Com)** (ACCOUNTING)
* **BACHELOR IN COMMERCE ( B.Com)** (ACCOUNTING)
* **FSC** (Pre-Medical)
* **MATRICULATION** (SCIENCE)

**Key Coursework:** Business Management, Strategic Management, Financial Management, Cost Accounting, and Management, Advance Accounting, Banking and Finance, E-Commerce, Statistics and Mathematics.

**Experienced Based Skills**

* AR/AP Management
* Book Keeping & Accounts Finalization
* Payments processing & Bank Reconciliation
* Budgeting and Forecasting
* Adaptable to challenging business scenarios
* Strong knowledge of Management Accounting
* MS office applications, QuickBooks, Tally and Peachtree

**Working Experience**

* **Nees InternationalLahore, Pakistan**

***Position – Accounts Officer: -***

**Responsibilities & Duties: - 2nd Feb*, 2014 to* 20th Feb, 2017**

* Prepare and records Asset, liability, revenue, and expense entries by compiling and analyzing accounts information
* Investigating outstanding balances & reconciles financial discrepancies by collecting and analyzing account information.
* Documenting and monitoring internal controls in support of auditing team.
* Documentation & Safekeeping of the Financial Record.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Direct communication with vendors and clearing their advances at earliest
* The role carries responsibility for working with purchasing, good inwards and dispatch to ensure necessary functions are carried out correctly.
* Balancing office budgets and maintaining Petty Cash Account
* Avoid legal challenges by complying with legal requirements and efficient use of EIF management.
* Monitoring sub offices on monthly basis to ensure minimum risk of fraud
* Guides accounting clerical staff by coordinating activities.
* Organized Workshops on quarterly basis through foreign Guest to promotes company new Products & Brands at nation wide
* Other duties assign by Management.
* **Lex Lubricant Lahore, Pakistan**

***Position – Junior Accountant: -***

**Responsibilities & Duties:- *5th July, 2012 to 17th January, 2014***

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| * Bank Reconciliation * Verify and posts transactions to journals, ledgers and other Accounts. * Reporting to senior managers regarding the company’s finances. * Processing accounts by the end of financial year. * Accurately processing and safeguarding documentations. * Investigating outstanding items and resolving financial discrepancies. * Carrying out any Accounting related duties assigned by management. * Preparing standard accounting reports and summaries them for Financial records |